INFORMATION ON STYLE FOR JSDA ARTICLES

MANUSCRIPTS: All feature research articles should be submitted electronically *in .DOC format* as per the instructions under *For Authors* on the JSDA website (www.jsd-africa.com).

Please **do NOT** include **a cover page** on a feature article submission. The first page of the manuscript should include:
- The manuscript title (UPPER CASE)
- The authors(s) name(s) and affiliation (do not include any contact information)
- Abstract: Please provide an abstract of 100 to 150 words summarizing the content of the article
- Key words: Please provide 4 to 6 keywords which can be used for indexing purposes at the bottom of the abstract, before beginning the text proper.

Text Formatting
For submission in Word:
- Use a normal, plain font (*10 point Times New Roman, 1.5 line spaces*) for text
- Use *italics* for emphasis
- Use tab stops for indents, *NOT the space bar*
- Use the table function, *NOT* spreadsheets, to make tables
- Use the automatic page numbering function to number the pages. *Page number* should be at *bottom of each page.*

HEADINGS: Try to avoid more than three levels of heading. Type the major headings in bold, or all capitals, at the left margin. Type the important subheadings with initial capitals, also at the left margin. Underline and indent minor subheadings to begin a paragraph. **Do not use numbers or letters to identify sections.**

TABLES: Provide only data relevant to the textual argument. Create headings that communicate the argument under discussion. Avoid designing tables so wide that they must be printed at right angles to the normal reading position. **Tables must be numbered and titled.**

FIGURES: All illustrations and figures in accepted manuscripts must be provided to us camera-ready.

FOOTNOTES: If you decide that you must include certain ideas as notes, number them consecutively and place them at the bottom of the page.

ABBREVIATIONS AND ACRONYMS: Abbreviations should be defined at first mention and used consistently thereafter.

REFERENCES: Include at the end of your manuscript a complete list of references.

Arrange the list in alphabetical order by author; for more than one publication by an author (or coauthors), arrange by publication date with the earliest publication first. Citations in the text and in notes should be in parentheses and contain author name(s) and year of publication: (Smith, 1949)

Text References
The author-date system consists of the last name of the author and the year of publication of the work. *For example*, James (1991) *or* (James, 1991)

Other variations may be included depending on whether one wants to refer to the particular page or pages, as in the case of a quotation. *For example*, (James, 1991, p. 15)

If several works are cited in one parenthetical citation, the order follows how they are listed in the reference section (alphabetical by author's last name). *For example*, (James, 1991; Pearce & Coiro, 2010; Ward, 2008)

Do not use et al. the first time a reference is citied in the paper, unless the work has more than five authors. *For example*,

First time citied: (Webster, Fawver, & Chapman, 2009); afterwards: (Webster, et al., 2009)

If referencing more than one work by the same author(s) written in the same year, place a letter (i.e. a, b, c, etc.) after the year in the reference section and the parenthetical citations. *For example*, (Lee, 2007a)

Format Examples for Literature Citations
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ABOUT THE AUTHOR(S): include authors(s) name(s) and affiliation at the end of the paper.